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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 21 October 1958

FROM : Chief, Clerical Training

SUBJECT: Weekly Report No. 41, 14 - 20 October 1958

1. Numbers in Clerical Induction Training. During the week of 14 October 1958, there were 86 people in Clerical Induction Training. Of these 34 were entering for the first time.

2. Numbers in Clerical Orientation Training. There were 35 people in Clerical Orientation for the week of 14 October 1958.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 14 October 1958 were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	6	2
Typewriting	14	7

4. Results of Official Agency Testing Administered by Clerical Refresher. The results of the tests administered to the on-duty Agency clerical employees for the week of 14 October were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	14	6
Typewriting	6	0

5. Special Clerical Refresher Training Terminates. Two men from the office of Logistics completed their training at the typewriter in Clerical Refresher Training on 17 October 1958. The Office of Logistics requested that these students develop their typing skill to enable them to operate a teletype setter with greater facility and speed. They were trained formally from 8 through 26 September (except Thursdays) and then informally for the next three weeks, whenever the instructor had the time to test them and offer them advice on the proper techniques and operations. On the ten-minute tests, one man reached a speed of 58 words a minute and the other, 45 words a minute. The results were gratifying for both the students and the instructor.

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 NO CHANGE in Class. ☒
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 Class. CHANGED TO: TS S C
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*These men were sharp —
 among the quickest
 learners I have ever had.*

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PERSONNEL NOTES

1. Clerical Training Staff Member on Sick Leave. Mrs. []
[] Chief of Clerical Orientation Training, is hospitalized at
the Circle Terrace Hospital in Alexandria.

25X

2. Training Assistant Transferred. Miss []
transferred from Clerical Training to an Agency office in []
on 17 October 1958.

25X

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3. Instructor On Leave. Miss [] is on leave
17 - 22 October 1958.

25X

25X

→ and improving
rapidly. The doctor
now doubts she has had
true hepatitis (jaundice);
it may have been "atypical
infection of viral origin".
In any case, it now appears
she will return to duty rela-
tively soon, perhaps 3 Nov.

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